

8 August 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Revision of Correspondence Handbook []

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February 18, 1963 - Began review of material for Handbook.

March 1 - Called [] O/DCI re contacting the secretaries to DCI and DDCI [] to discuss correspondence procedures in DCI offices. She said she'd check into it and let me know.

March 7 - Talked to Chris. She said [] would get together with the girls in O/DCI to clarify their procedures and requirements. Then she will get together with me. Project would have a low priority.

March 7 - [] suggested contacting [] to coordinate correspondence procedures in DDI.

March 7 - Called Phyl - went home sick.

March 8 and 12 - Called Phyl - still out.

March 13 - Phyl back - made appointment for March 14.

March 14 - met with Phyllis. She suggested getting procedures established at DCI level which would solve many problems for them as well as entire Agency. Phyl called [] who indicated that she and [] were attempting to get out some procedures on DCI correspondence (at Mr. Kirkpatrick's request). Also that Rita and/or Helen would get in touch with me. Relayed this info to [] who advised me to let him know in three or four days if either girl called. If not, we would attempt a different approach. Received no calls. Continued work on the Handbook.

May 13 - Talked to [] about correspondence procedures lecture her staff is preparing under direction of [] This was to be a seminar type meeting of secretaries to discuss correspondence procedures.

May 16 - Seminar cancelled.

May 31 - Received a call from [] inviting me to another meeting scheduled with [] and others - arranged for 10:00 a.m.
June 7. General discussion on correspondence procedures. Meeting also cancelled.

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June 18 - Began informal coordination on the Handbook. Met with []
[] OTR.

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Both were pleased with the Handbook. Just what they need. They hope it will remain unclassified which would be a great boon to them with their class work. [] liked the switch to the block style and feels that factor in itself should speed up correspondence. Their remarks were full of praise and very much in favor of the style presented. They wanted to be apprised of the reaction of others after I discussed the Handbook with others.

June 19 - Met with [] (thought we would only be together about an hour, but she was favorably impressed and wanted to give the draft more than a cursory review). Our meeting lasted from 10:00 to 3:00 p.m.

She liked the format and new proposals, especially the block format. At one point she called [] in to look through the book and ask his opinion on some of the styles. He liked the appearance of the block style. None liked the block style for the signature. Each of those interviewed prefer the centering of the signature and title rather than blocking. Helen raised some points on Memos of Conversation, whether or not DCI and DDCI signatures on memos should be in all caps (General Carter prefers initial caps only); can we initiate the block styling; in the distribution always indicate where the basic file should be sent; eliminate telephone extension in identification except in those cases where a discussion may be deemed necessary.

Helen kept one copy of my draft to give to [] to review and comment on. Helen will try to get decision on some of the points we discussed and pass them along to me. She also asked if I could give her some advance copies of the DCI portion of the Handbook so that she could give them to the girls on the DCI staff. She wished me luck and an early publication.

June 19 - Met with [] after 3:00 p.m. Meeting lasted about 40 minutes because of a staff meeting she had to attend.

Her comments were good, thought the book was fine and just what we need. She felt that [] and others would have to make the decisions on the above points which others down the line are waiting for. Her criticisms in other areas will be kept in mind and minor revisions made to some of my exhibits.

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June 20 - Called [] office, talked to [] - they have no time this week to see me, will call me Monday or Tuesday and definitely want to review the draft thoroughly before Regulation Staff sends it to them for formal coordination.

June 20, 2:00 p.m. - Met with [] to relay comments above. They are both pleased and anxious to have the Handbook published. They suggested that I might want to cut [] in on the progress sometime soon.

June 26, 2:00 p.m. - Met with [] in DDP.

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comment was about the classification, a point which both belabored for 15-20 minutes. The fact that I mentioned we would like to publish an unclassified version brought stronger comments from them as to why this one shouldn't be classified. I said that many things are over classified and he agreed. However, I gathered from his remarks that if the Handbook is to be unclassified it can't possibly cover anything that DDP would be interested in.

Despite my arguments that the Handbook is intended to set up standard practices for Agency use he thinks his area will find little use for it, [] needs. Aside from the classification, he offered no comments or criticisms, except to say that he would get it for formal coordination.

July 2 - called [] to discuss TS portion of Handbook. He suggested that I get in touch with []

July 3 - Met with [] 10:30 to 12:30.

Discussed TS procedures. [] had several comments to make and suggested that some of the paragraphs be rewritten to eliminate the rambling sentences. He will discuss several points with [] on procedures and call me re any changes they would like in this portion. [] likes the block style and would like the Agency to adopt it. He also thought the endorsement would be a practical and economical form of correspondence.

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July 8 - Called [redacted] Nothing definite decided [redacted] Helen indicated the procedures in the Dir's office were being revised [redacted] involved). Called [redacted] but he had not discussed the TS procedures with [redacted] as yet. Must wait for decision from Rita [redacted] before I can proceed and from TSControl.

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July 15 - Called [redacted] She said [redacted] had just returned from two weeks leave so she hadn't had time to chat with her about the Corres Handbook. Helen said she would endeavor to see Rita and give me some sort of answer in a day or two. [redacted] also said [redacted] and she recently sent out an Action Memo reiterating requirement that on memos to O/DCI the opening sentence indicate the reason for sending document forward; e.g., This memo is for information, concurrence, comment, etc.

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July 22 - No word from [redacted] or TSControl. Discussed the status of the draft with [redacted] We decided to proceed with the draft without the comments. Made several revisions to my original draft and began to feed it to the typist for a smooth draft to be forwarded to Regulations Control for review and coordination.

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August 8 - Completed preparation of Handbook and prepared transmittal memorandum. [redacted] to apprise him of the status of this project. A tentative appointment for delivery of the Handbook to the O/DDS was set up for Monday, August 12.

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August 12 - Handcarried original and three copies of Handbook to Mr. [redacted] who said he would review and comment.

August 23 - [redacted] called. Said the Handbook has thus far received favorable review and comment from persons in O/DDS. He would like me to meet with Miriam and Fran and 6 or 7 others to answer their questions. Since I was going on vacation the 24th I suggested that I get together with those girls this afternoon. Meeting set for 1:30 in 7D24.

Met with [redacted] They had some comments to make and changes that ought to be made. I made 3 changes and sent the Handbook back. I told them to make their comments in form of formal comment to Regulation Control and these would be considered along with all others. They seemed satisfied. [redacted] said book was quite a masterpiece. Handbook will be forwarded to Reg.Control for coordination and publishing.

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